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Approved For Release 2000/05/08 : CIA-RDP78-04718A001100140021-3				1. POSITION NUMBER 001100140021-3	
2. CAREER SERVICE DESIGNATION		3. LANGUAGE CODE	4. AREA KNOWLEDGE CODE	5. DUTY STATION <input type="checkbox"/> WASH., D.C. <input type="checkbox"/> OTHER (Specify)	
6. REASON FOR SUBMISSION (E.G., CHANGE OF DUTIES, CLASSIFICATION, ETC.) IDENTIFY OLD POSITIONS BY TITLE, SCHEDULE, OCCUPATIONAL CODE, GRADE, POSITION NO.				7. PLACEMENT DIVISION CONCURRENCE	
DATE:					
8. ACTION	POSITION TITLE	SCHEDULE	OCCUPATION CODE	GRADE	INITIALS
A.					
B. CWD	Secretary (Stenographer)	GS	0318.01		
C. INITIATING OFFICE					
9. ORGANIZATIONAL TITLE OF POSITION (IF ANY)			10. NAME OF EMPLOYEE (Last) (First) (Middle) IF VACANCY, SPECIFY		
11. ORGANIZATIONAL LOCATION OF POSITION			12. CERTIFICATION		
A. OFFICE Deputy Director for Administration			This is a complete and accurate description of the duties and responsibilities of this position		
B. DIVISION OR STAFF Project Administrative Planning Staff			A. EMPLOYEE		DATE
C. BRANCH			B. SUPERVISOR		
D. SECTION 25X1A			C. OFF		17 JUL 1954
E. UNIT			D. CWD		
13. DESCRIPTION OF DUTIES, RESPONSIBILITIES AND QUALIFICATION REQUIREMENTS					
<p>I. <u>Duties and Responsibilities:</u></p> <p>Under the general supervision of the Chief and/or Deputy Chief, Project Administrative Planning Staff, incumbent serves as Secretary (Steno) and Staff Administrative Assistant, with additional duties in support of the Administrative Officer (Executive) in connection with his responsibilities for advising on the operations of a major Agency proprietary project. The Project Administrative Planning Staff is responsible for developing coordinated Administrative Plans for the operational control and protection of Agency funds expended in numerous covert projects which by their nature preclude such expenditure in accordance with Agency Confidential Funds or related regulations, and for reviewing projects operating under Administrative Plans to determine that they are conducted in compliance with Plans procedures, that delineated Agency component responsibilities thereunder are met, and that the Plans are currently adequate for attainment of the projects' objectives. Incumbent performs and/or supervises performance of a wide range of duties common to secretaries at the staff level and the discharge of a variety of administrative details related to the conduct of Staff operations and coordinated with other administrative personnel in CIA.</p> <p>As Secretary, incumbent provides assistance to superiors to relieve them of numerous office details involved in accomplishing their responsibilities, for about 60% of her working time discharging duties as follow:</p> <ol style="list-style-type: none"> 1. Receives and reviews incoming correspondence, assembling from files or other sources background information or related materials which should be attached before routing. Refers to superiors items which require their personal attention, independently disposing of the remainder by taking appropriate action or by referring them to other personnel according to subject matter involved. 2. As directed, composes correspondence for superiors' signature, utilizing thorough knowledge of the activities and procedures for which they are responsible and engaging in clerical search of files and other sources for necessary data as required. On own initiative, composes correspondence on administrative announcements and other routine matters, following 					

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- through to assure proper distribution.
3. Maintains or supervises maintenance of log records on important papers and appropriate follow-up on all routings of material and is responsible for the establishment and current maintenance of office files on correspondence, projects, personnel and other administrative matters, regulations and procedures, superiors' personal materials, etc., including complete and currently accurate index card records of projects and Plans in various stages of development or completed and approved.
 4. Receives telephone calls and visitors to the Staff Office, ascertaining ~~their~~ their purpose, furnishing desired information when possible or referring them to appropriate other personnel. As directed, listens in and takes notes on telephone calls to superiors. Keeping informed of their schedules of activities and free time, makes appointments for superiors.
 5. As directed, schedules meetings of superiors and representatives of Agency components interested in specific Plans, and distributes copies of Plans or appropriate excerpts on a need-to-know basis in advance of meetings. Maintains tickler systems for projects to be reviewed. Informs Case Officers of informal meetings scheduled for discussion with PAPS Project Officers of Plans pertinent to their Area Divisions' interests.
 6. As required, extracts information from files and records and compiles periodic or special reports of a statistical nature, such as number of Plans completed by type of project or current status of Plans in various stages of development. Procures specialized information from interested other Agency components for incorporation in Plans or regarding fulfillment of Plans' requirements.
 7. Takes and transcribes superiors' dictation on all matters pertinent to the Staff mission.
 8. Provides guidance, review, supervision, and training to two subordinate Clerk Stenographers GS-5 responsible for clerical and stenographic support to all Staff operations. Assures conformance with procedures and appropriate form of all correspondence, reports, drafts of Plans, and other documentary materials prepared in the Staff, and develops and maintains high standards of performance for subordinates in all their support activities.

Incumbent spends about 25% of her working time conducting administrative functions in the Staff, as follow:

1. In personnel matters, submits personnel actions requested by superiors; maintains personnel records; assures timely preparation and disposition of Personnel Evaluations in proper format; initiates requests for clearances for foreign travel and outside activities, such as study courses, publication of papers, part-time work, etc.; accomplishes administrative details involved at the Staff level in processing requests for military leave, IWOP, periodic pay increases, advance sick or annual leave; critically reviews Staff actions and correspondence for compliance with regulations and makes known the contents of regulations and notices regarding administrative procedures to Staff personnel; initiates and routes IBM personnel information cards on personnel changes; maintains Time and Attendance Reports and Leave Records for the Staff.
2. In procurement and supply matters, requests in proper form all required services for the Staff, such as typewriter repairs, turn-in of equipment, ordering of office equipment, telephone installation and repair; obtains expendable supplies for the Staff; prepares requisitions as appropriate; maintains related records.

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3. In miscellaneous administrative matters, as Staff Top Secret Control Officer, numbers, logs, and routes materials and maintains appropriate controls; prepares requests for new or changed safe combinations and safe repairs; accomplishes Staff details concerned with hospitalization, insurance, library loans, fund drives, parking spaces, etc.; performs related duties as required.

About 15% of incumbent's time is spent in support of the Administrative Officer (Executive) in his advisory capacity on the operations of a major Agency proprietary project, as follows:

1. Carries letters, field reports, and other documents between Washington office of cover organization and superior's office. These materials cannot be sent by mail or official couriers because no connection between the Agency and the cover organization may be revealed to unwitting persons without blowing cover.
2. Types cables drafted by superior for project purposes; procures aliases and pseudonyms as necessary for project purposes from Cryptographic Registry.

- ILLEGIB 3. [REDACTED] On occasion, attends meetings of Project Management Committee including superior, top personnel of cover organization and high level DD/P personnel, for purpose of taking notes, dictation, etc.
4. Performs related duties as required.

II. Supervision:

Incumbent operates with considerable latitude for independent judgment and initiative. Superiors are kept informed of status of materials in process within the Staff, and are available for advice and guidance as needed. Further guidance is available from Agency and Office regulations, notices, manuals, and directives, as well as from technical advice provided by various Agency components with which Staff administrative operations are coordinated, precedents, and from verbal information and interpretative memoranda from the senior position on administrative matters in the Office of the Deputy Director. Correspondence submitted for superiors' signature is subject to their general substantive review; correspondence submitted for signature at higher levels is subject to clerical review by top secretarial positions at those levels; administrative papers initiated subject to approval at higher levels is subject to administrative review at these levels. Supervision is furnished to two Clerk Stenographers GS-5 providing support to all Staff operations, particularly those of the Project Officers.

III. Qualification Requirements:

1. Knowledge: This position requires thorough knowledge of English grammar, spelling, punctuation, and of business arithmetic; good general knowledge of the care and operation of typewriters; good general knowledge of office methods, filing procedures, and general business practices; and working knowledge of the methods and practices involved in performing, requesting, or arranging for general administrative services. No language or area knowledges are required.

2. Skills: Incumbent must be able to type at the rate of 40 w.p.m. and take dictation at the rate of 80 w.p.m.

3. Abilities: Incumbent must be able to type accurately and neatly; understand and interpret administrative regulations, directives, and instructions; maintain current comprehension and facility in the use of a variety of procedures; remember names, faces, and details; work under pressure of a variety of operations and deadlines; convey and exchange information effectively in the course of numerous contacts, utilizing tact, discretion, and judgment in answering phone calls, receiving visitors, and imparting information; effectively furnish guidance, training, and supervision as required to subordinate Staff positions.

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4. Work Experience and Education: Six month's successful performance of Agency secretarial or stenographic work at the next lower grade level, or its equivalent, which has demonstrated capacity for work at this level, or such equivalent work experience and/or education as has provided the knowledges, skills and abilities required. Possession of a high school education or graduation from a recognized business school are desirable, but not necessary.

5. Physical Requirements: Physical condition necessary for performance of normal sedentary office duties.

IV. Scope and Effect of Work:

This is the senior clerical position in the Staff. Incumbent's secretarial operations relieve her superiors of diversified office details involved in their direction of Staff operations; she performs, requests, or arranges for a variety of administrative services which support the work of seven professional and three clerical positions, including her own. The substance of incumbent's work and the efficiency of its performance affect the timeliness and appropriateness of administrative support necessary to Staff operations as well as the clarity and dispatch with which superiors' views and decisions are communicated, and they are important in fostering favorable impressions of Staff efficiency and harmonious working relationships with other components of the Agency.

V. Mental Demands:

A high degree of tact and discretion are required in representing superiors and their thinking in the course of daily contacts with other Agency components and periodic visits to cover offices of a major proprietary project. Judgment and resourcefulness are entailed in effecting timely, efficient and accurate processing of a variety of office details according to Area and Agency procedures and regulations. Initiative is involved in foreseeing problems and taking appropriate steps to meet them.

VI. Personal Work Contacts:

This position is in frequent contact with visitors at all levels calling on superiors. Incumbent has frequent daily telephone contacts with opposite numbers throughout the Area, DD/P, and CIA, and with higher-graded callers, for purposes of making appointments, ascertaining or giving out information, or procuring services in behalf of the Staff.

VII. Position Progression:

Progression to this position might be from one of the Clerk Stenographer positions in the Staff or from lower-graded administrative assistant, stenographic, or secretarial work within the Area or the Agency. Progression from this position might be to higher-graded secretarial or administrative assistant work within the Office of the Deputy Director or elsewhere in the Area or Agency.

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IX. Distinguishing Features:

This GS-6 position is distinguished from the lower grade in the series by (1) the relatively greater responsibilities entailed in the nature of its varied and important secretarial and administrative support to the Chief and Deputy Chief in accomplishment of their responsibilities in an important Staff component; (2) its more frequent, important and widespread contacts; (3) its supervisory responsibilities; and (4) higher qualification requirements. The higher grade in similar work is usually required to (1) successfully meet the wider range and larger volume of administrative problems involved in furnishing timely and efficient administrative support to a substantially larger component; (2) more frequently deal with a wider range and higher level of contacts from within and without the Agency; and (3) meet higher qualification requirements. This position has not substantially changed since its previous allocation to GS-6 based on secretarial and administrative support furnished a small staff component headed by a GS-15 Chief. While in the absence of an incumbent in the Chief's position Staff operations are currently directed by the Administrative Officer (Executive) GS-17 in the Office of the Deputy Director, allocation is properly made on the basis of 85% of incumbent's time being spent in support of a GS-15 function in a staff of ten positions. Additional duties in support of the Administrative Officer (Executive) occupy only 15% of incumbent's time. The most significant of them, hand-carrying documents between the Staff and the cover office of a proprietary project, is considered a Courier-type responsibility not over GS-5 in level. This position is not considered on a par with the Secretary (Steno) GS-7 to the Chief, Commercial Division, Administration Staff, DD/P. The latter Secretary furnishes secretarial and administrative support to a GS-16 position responsible for advising and assisting officials of operating divisions in the business management and commercial aspects of proprietary projects. Aside from the higher stature of the component supported, as recognized in the GS-16 grade of its Chief, the position has a wider range and greater frequency of contacts of a more demanding nature with top-flight consultants, handling administrative arrangements connected with their visits and furnishing them secretarial service when required. Incumbent's responsibilities for providing administrative and clerical assistance and advice to Division incumbents and consultants with commercial rather than governmental employment backgrounds are markedly significant. In view of these facts, the PAPS secretary is considered properly allocated at GS-6.

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